

JOINT INTELLIGENCE STUDY PUBLISHING BOARD
Washington

10 January 1944

MINUTES
OF THE
26th MEETING

Present:

Col. Mundell, A-2
Comdr. Bailey, ONI
Major Kountz, G-2
[REDACTED] OSS

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The Board reached the following agreements:

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1. Operational Procedure

(a) Meetings of JISPB

(1) Regular meetings will be held to discuss business and to make agreements relating to its work. The regular meetings will be supplemented by special meetings when necessary. While any member may invite an assistant or visitor to attend, only members shall have voting privileges.

(2) The times of regular meetings will be Monday and Thursday mornings at 1000.

(b) Secretary

(1) A secretary will be appointed to record the minutes and agreements, and to perform such other functions as the board may direct.

(2) Minutes of the preceding meeting will be presented to the board at each meeting to allow for correction, if necessary. A copy of the minutes will also be circulated to all staff members.

(3) If required, an agenda for board meetings will be prepared by the secretary. This will include problems communicated by board or staff members to the secretary prior to the meeting. The secretary will also present whatever documents are required for board meetings.

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(c) Agreements and Decisions of the Board

(1) Agreements made by the board, which relate to its own operations will be considered as the board's policy for the information and guidance of its members and working staff.

(2) Agreed decisions will not, except in emergency, be altered by any member without agreement of other members.

(3) All agreements must be unanimous. (Agreements committing participating agencies should be coordinated with the agencies, when necessary, before agreements are made in meetings.)

(4) When unanimous agreement cannot be reached, that fact, together with full particulars, shall be forwarded to the next higher authority for clarification.

(d) Liaison with Participating Agencies

Each individual board member will be considered as the representative of his particular agency and shall maintain the necessary liaison with that agency.

2. Planning Committee for Future Studies

(a) A planning committee will be established to plan well in advance outlines and procedures for future studies.

(b) Comdr. Clinton, Major Douglas and Lt. (jg) Quam were appointed as temporary members to comprise the committee.

(c) The planning committee will submit an instruction memorandum for JANIS 104 as early as possible. A special meeting of the board will be called as soon as this memorandum is received and the memorandum will be sent out to participating research personnel in order that work may be started on the study.

3. Organization of Staff of JISPB

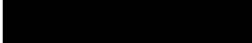
(a) A committee composed of Lt. Comdr. Clinton, Major Douglas, Lt. Pratt and [REDACTED] was appointed to establish and write up the duties and responsibilities of sections and staff of JISPB.

(b) In addition to obtaining and making job descriptions, the committee is directed to present any other organization material needed, such as flow charts.

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4. Plans and Control Officer

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 is appointed temporary Plans and Control Officer to replace Lt. Nicholson, inasmuch as Lt. Nicholson must devote full time to the Contact Register.

5. Critique of JANIS 38

All staff members are to turn in typed suggestions or criticisms of JANIS 38 to Comdr. Bailey by Saturday, 15 January 1944. Those suggestions will form the basis for improving later studies and will aid the planning committee in its work.

Respectfully submitted,

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